

## Statement of Qualifications for Professional Service/A & E Roster

### Introduction

The Professional Service/Architectural and Engineering (A&E) Roster introduces your business and the services you provide to the various public agencies participating in the Shared Procurement Portal. The Roster features numerous categories of consultant services routinely utilized by public agency staff. Interested consultants will submit a Statement of Qualification describing the firm's experience and competence in performing work within the selected service category that has been identified through the application process.

Public agency staff will utilize the roster to solicit qualifications, proposals, and quotes for a variety of services. Consultants selected from the roster must comply with all agency's contracting requirements and laws. Acceptance onto the roster does not guarantee any work or service with participating agencies.

***Consultants who fail to provide the information outlined below MAY be screened out of consideration from the selection process.***

### Document Requirements

1. All information must be included in one (1) document.
2. Document must be pdf formatted.
3. Document must be under 24mb.

### Submittal Requirements

Statement of Qualifications should include:

1. **Cover Letter** - A summary of your company including submittal date, number of years in business, size of firm, contact information (including phone, address, e-mail, website and fax number), recent professional experience including work with public agency clients and applicable projects.
2. **Table of Contents** - Stating page numbers where required information is located within the document.
3. **Qualifications for each Service Category** - Clearly mark and describe your firm's capabilities and expertise in providing services for each selected service category. Identify which elements will be done in-house and which will be done by sub-consultants.
4. **References** - Provide example of most recent completed projects, for selected service category, performed by your firm with references and telephone numbers. *Additional examples can be included in the "Project History" section of the application.*
5. **Project Manager Qualifications** - Provide names and specific duties of individuals your firm might propose as project managers/engineers (per service category if PM will be different) with statements of their qualifications. Please limit the number to three individuals. Provide examples of previous projects completed by each project manager with references and telephone numbers. Local references are preferred.
6. **Personnel Qualifications** - Provide names, responsibilities, statement of qualifications and experience of other personnel you expect to utilize.

7. **Scope & Budget Management** – Describe, and demonstrate, your firms approach and ability, to successfully manage a project scope within a given budget.
8. **Project Management** – Describe your firms approach to project management including staffing, schedule control, sub-consultant coordination, quality control and client communications.

### **Public Records**

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this application (the "documents") become a public record upon submission, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

### **Contact**

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Monday - Thursday

6 AM - 4PM

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